



Grocery Perishable Goods Waste Reduction Checklist 2026

Receiving & Initial Inspection

Verify incoming shipments for temperature compliance, packaging integrity, and immediate freshness indicators.

Delivery Date

Supplier Name

Temperature of Goods Upon Arrival (°C/°F)

Delivery Condition Status

- ☐ Accepted
- ☐ Partial Acceptance (Damaged/Substandard)
- ☐ Rejected

Visual Inspection Checklist

- ☐ Packaging Intact
- ☐ No Signs of Bruising/Rot
- ☐ Correct Quantity Received
- ☐ No Pests or Contamination Detected

Discrepancy or Damage Notes

Write something...

Upload Delivery Note / Invoice Photo

 Upload File

Receiving Clerk Signature

Temperature & Climate Monitoring

Regularly audit refrigeration, freezer, and ambient storage units to ensure optimal-for-shelf-life conditions.

Inspection Date

Enter date...

Inspection Time

Enter time...

Refrigerator Temperature (°C/°F)

Enter a number...

Freezer Temperature (°C/°F)

Enter a number...

Unit Compliance Status

- ☐ Pass
- ☐ Fail
- ☐ Requires Immediate Action

Temperature Deviation Notes

Write something...

Temperature Log Photo/Thermometer Proof

 Upload File

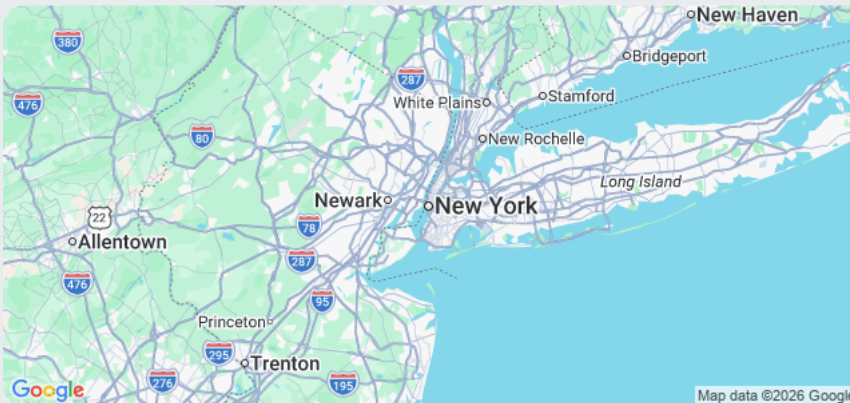
Inspector Signature

FIFO & Stock Rotation Audit

Ensure First-In, First-Out (FIFO) protocols are strictly followed and older stock is moved to the front of displays.

Audit Date

Storage Zone/Aisle Number

[📍 Set My Current Location](#)

Items Verified for FIFO Compliance

- ☐ Dairy & Eggs
- ☐ Produce (Fruits & Vegetables)
- ☐ Meat & Poultry
- ☐ Bakery & Bread
- ☐ Deli & Prepared Foods

Rotation Compliance Status

- ☐ Fully Compliant
- ☐ Partial Compliance (Correction Needed)
- ☐ Non-Compliant (Immediate Action Required)

Discrepancies or Rotation Issues Found

Write something...

Inventory Supervisor Signature

Expiration & Sell-By Date Tracking

Systematic review of upcoming expiration dates and marking of items nearing their end-of-life period.

Product Expiration Date

Enter date...

Urgency Level

- ☐ Critical (Expiring within 24 hours)
- ☐ Warning (Expiring within 3 days)
- ☐ Stable (Safe for long-term storage)

Quantity of Items Expiring

Enter a number...

Disposal Action Taken

- ☐ Marked for Immediate Discount
- ☐ Moved to Processing/Prepared Foods
- ☐ Discarded/Wasted
- ☐ Returned to Vendor

Disposal Reason or Notes

Write something...

Auditor Verification

Display & Merchandising Standards

Inspect produce and deli displays for signs of wilting, bruising, or moisture buildup that accelerates decay.

Produce Condition Status

- ☐ Fresh/Optimal
- ☐ Slightly Wilted/Reduced Price
- ☐ Unfit for Sale/Discard

Observed Display Issues

- ☐ Improper Item Grouping
- ☐ Insufficient Stock Level
- ☐ Damaged Packaging
- ☐ Unorganized Shelving
- ☐ Temperature Variance in Display

Specific Department Inspected

Write something...

Corrective Actions Taken

Write something...

Inspection Date

Enter date...

Floor Manager Approval

Waste Log & Spoilage Documentation

Record all discarded items, including reason for loss (e.g., damage, expired, contamination) to identify patterns.

Date of Spoilage Discovery

Enter date...

Reason for Waste

- ☐ Expired Date
- ☐ Physical Damage/Bruising
- ☐ Temperature Deviation
- ☐ Contamination/Mold
- ☐ Packaging Failure

Quantity/Weight Discarded

Enter a number...

Detailed Damage Description

Write something...

Photo Evidence of Spoilage



Upload File

Supervisor Verification

Inventory Level & Reorder Accuracy

Validate that stock quantities align with order volumes to prevent overstocking of highly perishable goods.

Current Stock Level

Enter a number...

Minimum Reorder Point

Enter a number...

Stock Status

- ☐ Optimal
- ☐ Low Stock
- ☐ Critical/Out of Stock
- ☐ Overstock

Last Inventory Count Date

Enter date...

Discrepancy Notes

Write something...

Auditor Verification

Sanitation & Cross-Contamination Prevention

Monitor cleaning schedules of storage bins, trays, and surfaces to prevent bacterial growth and food spoilage.

Inspection Date

Enter date...

Sanitization Method Used

- ☐ Chemical Sanitizer Wipe-down
- ☐ Steam Cleaning
- ☐ Hot Water Rinse
- ☐ UV Sterilization

Surfaces Inspected

- ☐ Prep Tables
- ☐ Storage Shelving
- ☐ Cutting Boards
- ☐ Knife Handles
- ☐ Refrigeration Handles

Sanitizer Concentration (PPM)

Enter a number...

Discrepancies or Contamination Risks Noted

Write something...

Sanitation Supervisor Approval

< Previous

> Next

✔ Finish

🔧 Generate Sample Report